United Nations ST/IC/2018/4

Secretariat

8 January 2018

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters (recruited on or after 1 February 2016)**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index for New York.

2. The consumer price index for the month of November 2017 reflected a 1.60 per cent movement compared with the November 2016 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories have been adjusted upward by 1.4 per cent, effective 1 November 2017. The adjustment was made to the lower salary scales for staff recruited on or after 1 February 2016.

3. Staff members recruited prior to 1 February 2016 are paid according to the salary scales in effect since 1 March 2014.

4. The amounts of the dependency and language allowances remain unchanged.

5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of January 2018 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2017/12, will be in effect until further notice.

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Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 November 2017 (applicable only to staff recruited on or after 1 February 2016)

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	71 855	74 871	77 887	80 903	83 919	86 935	89 951	92 967	95 983	98 999	102 015*
	(Gross pension)	69 536	72 349	75 161	77 973	80 786	83 597	86 410	89 223	92 035	94 932	97 948*
	(Total net)	54 580	56 661	58 742	60 823	62 904	64 985	67 066	69 147	71 228	73 309	75 390*
	(Net pension)	54 580	56 661	58 742	60 823	62 904	64 985	67 066	69 147	71 228	73 309	75 390*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	64 365	67 088	69 809	72 531	75 254	77 976	80 699	83 421	86 144	88 866	91 589*
	(Gross pension)	62 553	65 092	67 630	70 168	72 707	75 244	77 783	80 322	82 860	85 398	87 936*
	(Total net)	49 412	51 291	53 168	55 047	56 925	58 804	60 682	62 561	64 439	66 318	68 196*
	(Net pension)	49 412	51 291	53 168	55 047	56 925	58 804	60 682	62 561	64 439	66 318	68 196*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	57 714	60 010	62 471	64 933	67 395	69 856	72 317	74 778	77 240	79 702	82 163*
	(Gross pension)	56 441	58 646	60 852	63 083	65 378	67 674	69 968	72 263	74 558	76 854	79 148*
	(Total net)	44 708	46 407	48 105	49 804	51 502	53 201	54 898	56 597	58 296	59 994	61 693*
	(Net pension)	44 708	46 407	48 105	49 804	51 502	53 201	54 898	56 597	58 296	59 994	61 693*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	51 978	54 058	56 138	58 217	60 318	62 549	64 779	67 010	69 241	71 472	73 702*
	(Gross pension)	50 928	52 926	54 926	56 924	58 924	60 922	62 940	65 020	67 099	69 179	71 259*
	(Total net)	40 464	42 003	43 542	45 080	46 619	48 159	49 698	51 237	52 776	54 315	55 855*
	(Net pension)	40 464	42 003	43 542	45 080	46 619	48 159	49 698	51 237	52 776	54 315	55 855*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	46 760	48 646	50 533	52 418	54 304	56 189	58 075	59 960	61 980	64 002	66 024*
	(Gross pension)	45 914	47 727	49 538	51 351	53 163	54 976	56 787	58 600	60 411	62 223	64 100*
	(Total net)	36 603	37 998	39 394	40 790	42 185	43 580	44 975	46 371	47 766	49 161	50 556*
	(Net pension)	36 603	37 998	39 394	40 790	42 185	43 580	44 975	46 371	47 766	49 161	50 556*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	42 079	43 786	45 491	47 195	48 902	50 606	52 311	54 016	55 722	57 427*	
	(Gross pension)	41 416	43 055	44 693	46 333	47 970	49 610	51 248	52 887	54 526	56 165*	
	(Total net)	33 139	34 401	35 663	36 925	38 187	39 449	40 710	41 972	43 235	44 496*	
	(Net pension)	33 139	34 401	35 663	36 925	38 187	39 449	40 710	41 972	43 235	44 496*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	37 907	39 391	40 908	42 452	43 994	45 538	47 081	48 624	50 167*		
	(Gross pension)	37 325	38 806	40 290	41 773	43 256	44 740	46 222	47 705	49 188*		
	(Total net)	29 988	31 131	32 272	33 414	34 556	35 698	36 840	37 982	39 124*		
	(Net pension)	29 988	31 131	32 272	33 414	34 556	35 698	36 840	37 982	39 124*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

* Long-service step:
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:
Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances (US$ net per annum, payable effective 1 November 2016):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances (to be included in pensionable remuneration):

First language	2 268
Second language	1 134

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 November 2017 (applicable only to staff recruited on or after 1 February 2016)

Level		STEPS											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	78 101	80 864	83 627	86 389	89 152	91 915	94 678	97 440	100 203	102 966	105 729	108 491
	(Gross pension)	75 361	77 935	80 512	83 086	85 662	88 238	90 813	93 388	96130	98 893	101 655	104 417
	(Total net)	58 890	60 796	62 702	64 609	66 515	68 421	70 328	72 234	74140	76 046	77 953	79 859
	(Net pension)	58 890	60 795	62 701	64 607	66 513	68 418	70 324	72 230	74136	76 042	77 948	79 854
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

* Long-service step.
The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:
Salary increments within the level shall be awarded annually on the basis of satisfactory service.

Dependency allowances (US$ net per annum, payable effective 1 November 2016):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances: not entitled.

The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 November 2017 (applicable only to staff recruited on or after 1 February 2016)

		STEPS				
Level		*I*	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	62 909	66 217	69 526	72 835	76 143
	(Gross pension)	61 244	64 281	67 365	70 451	73 536
	(Total net)	48 407	50 690	52 973	55 256	57 539
	(Net pension)	48 407	50 690	52 973	55 256	5 7539
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	55 254	57 633	60 013	62 564	65 116
	(Gross pension)	54 077	56 363	58 649	60 935	63 254
	(Total net)	42 888	44 648	46 409	48 169	49 930
	(Net pension)	42 888	44 648	46 409	48 169	49 930
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	50 709	52 884			
	(Gross pension)	49 709	51 797			
	(Total net)	39 525	41 134			
	(Net pension)	39 525	41 134			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Notes:

Reserve guides are paid by the day in accordance with the above rates.

Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I 6 months
Public Information Assistant II 12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum, payable effective 1 November 2016):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances: not entitled

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 November 2017 (applicable only to staff recruited on or after 1 February 2016)

Level		*STEPS*											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	95 323	99 014	102 707	106 399	110 092	113 783	117 475	121 168	124 860*				
	(Gross pension)	91 418	94 948	98 639	102 332	106 023	109 716	113 408	117 100	120 792*				
	(Total net)	70 773	73 320	75 867	78 415	80 963	83 510	86 058	88 606	91 154*				
	(Net pension)	70 773	73 320	75 867	78 415	80 963	83 510	86 058	88 606	91 154*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	88 312	91 751	95 190	98 629	102 069	105 506	108 946	112 385	115 824*				
	(Gross pension)	84 882	88 089	91 296	94 562	98 000	101 439	104 878	108 317	111 756*				
	(Total net)	65 935	68 308	70 681	73 054	75 427	77 799	80 173	82 546	84 919*				
	(Net pension)	65 935	68 308	70 681	73 054	75 427	77 799	80 173	82 546	84 919*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	81 265	84 460	87 655	90 849	94 043	97 238	100 433	103 627	106 822*				
	(Gross pension)	78 312	81 290	84 269	87 248	90 226	93 205	96 366	99 560	102 754*				
	(Total net)	61 073	63 277	65 482	67 686	69 890	72 094	74 298	76 503	78 707*				
	(Net pension)	61 073	63 277	65 482	67 686	69 890	72 094	74 298	76 503	78 707*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	74 114	77 043	79 974	82 906	85 837	88 766	91 697	94 628	97 558*				
	(Gross pension)	71 643	74 375	77 108	79 840	82 573	85 306	88 039	90 772	93 503*				
	(Total net)	56 138	58 160	60 182	62 205	64 227	66 249	68 271	70 294	72 315*				
	(Net pension)	56 138	58 160	60 182	62 205	64 227	66 249	68 271	70 294	72 315*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	69 163	71 461	73 759	76 057	78 356	80 654	82 952	85 250	87 547	89 847	92 144*		
	(Gross pension)	67 027	69 170	71 313	73 455	75 599	77 741	79 884	82 027	84 169	86 313	88 455*		
	(Total net)	52 723	54 308	55 894	57 479	59 066	60 651	62 237	63 822	65 408	66 994	68 580*		
	(Net pension)	52 723	54 308	55 894	57 479	59 066	60 651	62 237	63 822	65 408	66 994	68 580*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0		
2	(Gross)	6 1984	64 061	66 140	68 217	70 295	72 373	74 451	76 528	78 606	80 684	82 761	84 840	86 917*
	(Gross pension)	60 415	62 277	64 208	66 145	68 082	70 019	71 956	73 894	75 832	77 769	79 706	81 644	83 581*
	(Total net)	47 769	49 202	50 637	52 070	53 503	54 938	56 371	57 804	59 238	60 672	62 105	63 539	64 973*
	(Net pension)	47 769	49 202	50 637	52 070	53 503	54 938	56 371	57 804	59 238	60 672	62 105	63 539	64 973*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	55 163	56 901											
	(Gross pension)	53 989	55 659											
	(Total net)	42 820	44 107											
	(Net pension)	42 820	44 107											
	(NPC)	0	0											

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:
Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances (US$ net per annum, payable effective 1 November 2016):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances (to be included in pensionable remuneration):

First language	2 268
Second language	1 134

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 November 2017 (applicable only to staff recruited on or after 1 February 2016)

Level		*STEPS*						
		I	*II*	*III*	*IV*	*V*	*VI*	*VII**
TC-8	(Gross)	88 079	91 128	94 177	97 226	100 275	103 325	106 374
	(Gross pension)	84 665	87 508	90 351	93 194	96 207	99 257	102 306
	(Total net)	65 775	678 78	69 982	72 086	74 189	76 294	78 398
	(Net pension)	65 775	67 878	69 982	72 086	74 189	76 294	78 398
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	82 578	85 452	88 328	91 203	94 079	96 953	99 829
	(Gross pension)	79 534	82 216	84 896	87 578	90 259	92 940	95 760
	(Total net)	61 979	63 962	65 946	67 930	69 914	71 898	73 882
	(Net pension)	61 979	63 962	65 946	67 930	69 914	71 898	73 882
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	77 075	79 775	82 475	85 175	87 875	90 575	93 274
	(Gross pension)	74 405	76 921	79 439	81 956	84 475	86 993	89 509
	(Total net)	58 181	60 045	61 908	63 771	65 634	67 497	69 359
	(Net pension)	58 181	60 045	61 908	63 771	65 634	67 497	69 359
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	71 597	74 117	76 637	79 156	81 676	84 196	86 716
	(Gross pension)	69 295	71 646	73 995	76 345	78 694	81 044	83 394
	(Total net)	54 402	56 141	57 879	59 618	61 357	63 095	64 834
	(Net pension)	54 402	56 141	57 879	59 618	61 357	63 095	64 834
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	66 112	68 457	70 803	73 150	75 495	77 842	80 188
	(Gross pension)	64 181	66 369	68 557	70 743	72 931	75 119	77 306
	(Total net)	50 617	52 235	53 854	55 473	57 092	58 711	60 329
	(Net pension)	50 617	52 235	53 854	55 473	57 092	58 711	60 329
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	60 616	62 790	64 966	67 141	69 315	7 1491	73 667
	(Gross pension)	59 189	61 139	63 113	65 141	67 170	69 198	71 226
	(Total net)	46 825	48 325	49 826	51 328	52 828	54 329	55 830
	(Net pension)	46 825	48 325	49 826	51 328	52 828	54 329	55 830
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	55 474	57 333	59 192	61 127	63 121	65 115	67 109
	(Gross pension)	54 288	56 074	57 861	59 648	61 434	63 252	65 111
	(Total net)	43 051	44 426	45 802	47 178	48 553	49 929	51 305
	(Net pension)	43 051	44 426	45 802	47 178	48 553	49 929	51 305
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	50 324	52 021	53 717	55 414	57 112	58 808	60 542
	(Gross pension)	49 338	50 970	52 600	54 231	55 862	57 492	59 123
	(Total net)	39 240	40 495	417 51	43 006	44 263	45 518	46 774
	(Net pension)	39 240	40 495	41 751	43 006	44 263	45 518	46 774
	(NPC)	0	0	0	0	0	0	0

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade
- The staff member's service should have been satisfactory

Notes:
Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances (US$ net per annum, payable effective 1 November 2016):

Child	2 389
Except for the first dependent child of a single, widowed or divorced staff member	3 575
Dependent spouse	3 727
Secondary dependant	1 359

Language allowances (to be included in pensionable remuneration)

First language	2 268
Second language	1 134

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.